

## 5 JPRC CONFERENCES AND OJOR DECISIONS

### OVERVIEW OF CHAPTER CONTENTS

#### PRIMARY TOPICS COVERED IN THIS CHAPTER (READ ACROSS)

- Overview
- Formal Reviews (Conferences)
- Broad Program Goals
- Recommendation for a Case Action
- Informal Reviews (Routines)
- JPRC Members
- Roles/Responsibilities at Formal Review
- OJOR Decisions
- Appeal of Decisions

#### FORMS DISCUSSED IN THIS CHAPTER

- Department Order (DOC-1722a)
- Community Supervision Plan (DOC-1736)
- Appeal Review and Decision (DOC-1752)
- Action Needed Request (DOC-1734)
- Lifework Education Portfolio Checklist (DOC-2313)
- Joint Planning and Review Committee Outcome (DOC-2539)

The DOC-1752 and DOC-2313 forms are accessed in MyDOC as Word documents. All of the other above-listed forms must be completed in JJIS, except the DOC-2539, which is filled out by hand..

### OVERVIEW

#### ROLE OF JPRC

The Joint Planning and Review Committee (**JPRC**) members play an **integral role** in the case management process while a youth is in a JCI. The JPRC committee meets for the first time at the conclusion of the A&E process [see Chapter 4] to establish the youth's initial **broad goals** and to discuss ideas regarding the youth's **community supervision plan and/or extension** of the youth's commitment order.

**At subsequent** conferences, the JPRC **reviews the youth's COMPAS case plan and case plan summary notes, education progress summary** [see Chapter 6], Lifework Education Portfolio Checklist, and other relevant information to determine if the youth's goals require modification. Development of the youth's community supervision plan continues to be discussed.

#### DECISION MAKING

The JPRC attempts to make decisions by consensus. If a consensus cannot be reached regarding release, transfer, discharge and/or extension, the OJOR reviewer makes the decisions on behalf of the OJOR Director.

The Office of Juvenile Offender Review (OJOR) issues a formal Department Order (DOC-1722A) via JJIS regarding the decisions about youth.

## JPRC MEMBERS

### FORMAL MEMBERS

JPRC members include a county representative from the youth's committing county (**county liaison**), the JCI **social worker**, the **DJC agent** (if assigned), and an **OJOR reviewer**. A reviewer works at an assigned JCI, but is supervised by the OJOR director in DJC Central Office, rather than by the JCI superintendent. JPRC members attend all JPRC conferences in person, by telephone or videoconference.

### INFORMAL MEMBERS

OJOR invites parent(s) and the youth to participate in the formal reviews, but they are not formal voting committee members. JPRC members may meet without the youth and/or parent(s) present before and/or after the portion of the conference attended by the youth and/or parent(s). With approval of the OJOR reviewers, representatives (formal and informal supports) may attend the JPRC such as a mentor, close relative, therapist or representative from a community service provider. Translation and interpretation services will be provided when needed to accommodate youth and/or parents/guardians with limited English proficiency. Requests by parents to bring an attorney to a JPRC shall be discussed with the OJOR Director.

## FORMAL REVIEWS

### INITIAL AND SUBSEQUENT CONFERENCES

#### When Required

The **initial JPRC conference** takes place within 21 days following a youth's admission to a JCI.

JPRC conducts a **formal review/conference at least every 3 months for all youth in a JCI (3-6 months for SJO youth)**.

#### Purpose

Staff people often refer to a formal JPRC review as an "OJOR" because OJOR chairs the review and issues the Department Order (DOC-1722A) based on decisions reached during a JPRC conference. The focus of formal reviews includes the **youth's progress in achieving the goals in his or her COMPAS case plan**, and **appropriateness of release, transfer, discharge or extension**.

**Routines:** see section at end of chapter that explains informal conferences (routines).



## ROLES AND RESPONSIBILITIES AT FORMAL CONFERENCES (REVIEWS)

### OJOR REVIEWER: INITIAL AND SUBSEQUENT CONFERENCES

#### Conducting Conference

- Open the meeting, state its purpose, introduce those in attendance and **chair the conference**.
- **Ask** participating **members to provide information** and offer recommendations regarding the youth.
- Note if a **victim/witness request** is on file when a youth is being considered for release, transfer, or discharge.

- **Encourage youth and parents to participate** jointly in the process. If this is not feasible interview them separately and share the results of the interview.
- Be sure to include information from the youth and parent(s) during the conference.
- **Facilitate discussion and agreement** among the participants regarding broad **goals**, general timelines for accomplishment of goals and **tentative length of stay in the JCI**.
- Review and discuss Lifework Education Portfolio and/or Checklist (DOC -2313) with youth and JPRC participants.
- Determine time frame (30 to 180 days) for the next review and whether it will be formal or a routine (informal). Informal reviews are used only for SJO youth.
- Determine eligibility for transition phase.
- When requested by the OJOR Reviewer, complete form DOC-2539, Joint Planning and Review Conference Outcome, to document agreement or disagreement of any listed participant.

### Issues Department Order

At the end of a JPRC, OJOR issues a Department Order (**DOC-1722a**) along with Comments & Observations that summarize the results of the review including the following information:

- Youth's broad goals
- Decisions regarding release to aftercare, administrative transfer, request for extension, or administrative discharge
- ✓ **Initial JPRC Review**
  - \* Placement: During A&E, youth are in the "reception" cottage/living unit at the JCI. At the conclusion of the **initial JPRC conference**, OJOR generally issues a Department Order (DOC-1722a) that **transfers the youth from "reception" to a JCI**.
  - \* In most cases, placement is at the JCI where the youth completed his or her A&E. However, for programming purposes OJOR may recommend that a youth be placed at a different JCI. In unusual circumstances OJOR may release a youth to aftercare without a further stay at a JCI.
  - \* Pending charges (include any known information about pending charges: juvenile or adult, in or out of state.)
  - \* OJOR reviewer writes a **narrative summary** regarding the youth's progress and difficulties since admission and addresses the youth's court-ordered miscellaneous provisions, transition phase, release, transfer, discharge, and extension.
  - \* Schedule next Review: States time frame for next review and type of review, i.e., formal or routine.
- ✓ **Subsequent formal JPRC Reviews:**
  - \* Department Order reflects **broad goals** and provides a **narrative summary** of the youth's progress and difficulties since the last review.
  - \* Contains decisions regarding goals and transition phase, release, transfer, discharge, and extension.
  - \* States time frame for next review and type of review, i.e., formal or routine.

**SOCIAL WORKER: INITIAL JPRC**

- At least 7 working days prior to the initial JPRC, complete the COMPAS-youth assessment.
- At least 7 **working days prior** to the initial JPRC, complete the AER (DOC-1910) in JJIS. [see Chapter 4]
- Pending charges (include any known information about pending charges: juvenile or adult, in or out of state.)
- Forward the A&E documents to the county as soon as the documents are completed in COMPAS and JJIS.
- Briefly **summarize** the information contained in the **AER** (DOC-1910), education testing, and any other A&E information.
- **Discuss questions/issues** raised by the A&E process.
- Share information with the members about the **youth's adjustment and conduct during the A&E** process including an assessment of possible reasons for the behaviors observed.
- Discuss results of **career development assessments**.
- Make **recommendations** concerning transition phase, **release, transfer, discharge or extension of the youth**.
- Discuss JCI's recommendations concerning **priority of COMPAS goals based on criminogenic factors as well as other needs to be addressed by the JCI**.

**AGENT: INITIAL JPRC**

- At least 3 **working days prior** to the initial JPRC, the state agent, if assigned, **completes in JJIS the required A&E** documentation and performs other assigned A&E tasks. [see Chapter 4]
- Forward the A&E documents to the county as soon as the documents are completed in JJIS.
- A county agent from a county that provides its own community supervision completes the DOC forms or ones similar and brings them to the JPRC along with other relevant documents.
- **Summarize** the results of the **FHA** (state agent) or similar form (county agent), and clarify issues and questions as needed.
- Become familiar with the **results of LifeWork Education assessments** administered during A&E.
- **Interact with the youth** during the conference to establish relationship with him or her.
- Discuss the **viability of the home as a future placement** for the youth explaining the impediments, if any, to the youth returning home; i.e., what would have to change for the placement to be feasible.
- Make **recommendations** concerning transition phase, release, transfer, discharge or extension of the youth.

**SOCIAL WORKER: SUBSEQUENT CONFERENCES**

- At least 7 **days prior** to subsequent conferences, the social worker completes Summary Case Plan Notes related to each task in the COMPAS case plan. (See Chapter 6 for instructions on building a quarterly progress summary in COMPAS).

- Social worker forwards the case plan and notes to the county immediately upon completion in COMPAS.
- Discuss **youth's progress**, adjustment and conduct since the last conference.
- Address the status of any requirements placed on the youth or DJC in the court order, e.g., restitution, victim apology letter, SORP/DNA, psychological assessment.
- Make **recommendations** regarding changes in COMPAS goals and tasks, **transition phase**, and **movement of the youth** out of the JCI or extension issues.

#### **AGENT: SUBSEQUENT CONFERENCES**

- Prior to subsequent conferences, the agent (county or state) **reviews the youth's progress** since the last review including case plan and task notes from the JCI, Department Orders (DOC-1722a), etc.
- DJC agent provides information regarding **required contacts** with youth and family since the previous conference. (Contact standards for youth in Transition Phase are in Chapter 10.)

Person(s) to Contact	Nature of Contact	Frequency of Contact
• Youth	• Face-to-face	• Once every 3 months
• Parent/Guardian	• Face-to-face or telephone	• Once every 2 months
• JCI Staff	• Face-to-face or telephone	• Once every 2 months

- **Interact with youth** to obtain the youth's thoughts about his or her progress and community placement plans.
- Be prepared to discuss any **changes in community supervision plans** since the prior formal review conference.
- Prepare and **distribute the Community Supervision Plan** (DOC-1736) in JJIS **when requested** by OJOR under s.938.357(4g).

#### **YOUTH AND PARENT/GUARDIAN: AT ALL CONFERENCES**

- Briefly share own **perceptions of needs and strengths** of youth and family.
- Express **opinion** regarding **programs and services** in which the youth wishes to participate.
- Discuss youth's **progress** in meeting goals and objectives.
- Discuss changes in family situation since last review, if any.
- Discuss **views on returning to the community**.
- Ask **questions**.

#### **SCHEDULING OF JPRC CONFERENCES**

##### **Formal**

OJOR staff in Central Office schedule the formal JPRC conferences to ensure that legal time lines are met. OJOR-CO provides notice of the meeting time and location via JJIS to DJC staff, by standardized (JJIS) letter to the parent/guardian, and by mail or e-mail to other non-DJC individuals.

## Routines

OJOR staff in Central Office notify OJOR reviewers of the week in which they must meet with a youth to ensure that legal timelines are followed.

## **BROAD (STANDARD) PROGRAM GOALS**

### SELECTION OF INITIAL GOALS

At the initial JPRC, the JPRC members **establish the youth's broad goals**. They discuss the youth's general treatment programs and services needs taking into account input from the youth and parent/guardian. The broad goals are consistent with the information contained in A&E documentation regarding criminogenic factors. Usually, **a youth works on no more than 4-4 goals at a time**. [see Chapter 6]

### BROAD GOALS - JJIS

During the youth's supervision with DJC, the goals may change to reflect the youth's progress and/or newly identified program needs.

- A1 Show achievement in my LifeWork Education program by working to my fullest potential.
- B. Contribute to a safe and supportive living environment in my home and community.
- C. Learn how to identify and express my feelings appropriately and honestly.
- D. Develop good decision-making and problem solving skills.
- E. Attain a substance-free lifestyle and understand the impact of substance abuse on others and myself.
- F. Display a positive attitude and accept personal responsibility for all my actions.
- G. Develop basic parenting skills by learning how to meet a child's physical and emotional needs.
- H. Develop positive relationships with peers, authority figures and other adults.
- I. Learn basic daily living skills.
- K. Learn about responsible and appropriate sexual behavior.
- L. Learn what is needed to maintain good physical and mental health.

### Broad Goals – COMPAS

- P. Learn to manage your thoughts and feelings so you can handle risky situations.
- Q. Make positive changes in your behavior.
- R. Spend time with people who help you stay out of trouble.
- S. Strengthen positive family relationships and learn parenting skills.

- T. Participate fully in academic, career, technical/vocational education and improve your reading, writing, and job skills.
- U. Participate in positive recreation and leisure-time activities.
- V. Avoid illegal substance use and increase positive coping skills.
- W. Develop responsible sexual thinking and behavior.

Normally a youth who has not completed high school or a GED/HSED will have goal pertaining to school. However, a youth may not be assigned this goal if s/he did not have past problems with school behavior, attendance or achievement, and/or if other needs are scored higher by COMPAS.

### **MODIFICATION OF GOALS**

During the youth's DJC supervision, different goals may be included in the youth's ICCP. The **changes are based upon a youth's progress** in meeting the established goals. The Department Order (DOC-1722a) issued by OJOR reflects the changes. [see Chapter 6]

## **OJOR DECISIONS: YOUTH IN JCI**

### **TYPES OF DECISIONS**

#### **Release Authority**

OJOR is the **statutorily authorized release authority**. JPRC members make recommendations to the OJOR reviewer regarding goals, placement in transition phase, movement of the youth out of the JCI, extension, and discharge from supervision. OJOR reviewer issues the **DOC-1722a within 7 days** of a formal or routine conference.

#### **Movement Decisions**

- **Transfer from "Reception"** (unit/cottage where youth was during A&E) to a JCI, and subsequent retention in a JCI
- **Placement in transition phase** – all youth are placed in a 90-day transition phase prior to release/transfer from a JCI to any other placement.
- **Administrative transfer to type 2 status** in the community (CSP, Type 2 RCC, community phase of SJOP)
- **Release to aftercare** in the community

#### **Special Conditions of Release**

OJOR may set special **conditions of community release** such as requiring participation in a specific program: For example, OJOR may require a youth to participate in sex offender or AODA treatment in the community. Typically, however, the agent makes decisions regarding community programs.

#### **Category of Placement**

OJOR determines, with input from JPRC members, youth and parent/guardian, the type of community placement such as **own home, foster home, group home, Residential Care Center (RCC), type 2 RCC or CSP**.

## Extension

- A primary DJC **goal** is for youth to **complete a period of successful community supervision in the living situation in which the youth will remain after the termination of his or her correctional supervision.**
- To accomplish this goal and/or provide time to progress in treatment, OJOR may order the filing of an extension petition requesting that the dispositional order be extended to allow additional commitment time for a youth to participate in a needed continuum of services and levels of supervision. [see Chapter 9]

## RECOMMENDATION FOR A CASE ACTION

### TO PROPOSE AN ACTION

A **JPRC member** may **complete an ANR** (DOC-1734) in JJIS or otherwise notify OJOR to **propose a case action** at any time. Examples of case actions include release to aftercare, administrative transfer to type 2 status, extension of the youth's Dispositional Order, or administrative discharge of the youth's Dispositional Order. Codes for placement in transition phase are as follows:

- \*EACP-T = Elig Alternate Care/Place In Transition Phase
- \*ECSP-T = Elig Corrective Sanctions/Place In Transition Phase
- \*EOHP-T = Elig Own Home/Place In Transition Phase
- \*ERHP-T = Elig Relative Home/Place In Transition Phase
- \*ET2-T = Eligible Type 2/Place In Transition Phase
- \*RTN-T = Retain/Place In Transition Phase
- \*RTNEX-T=Retain To Expiration/Place In Transition Phase
- \*TRANS-T = Transfer From Reception/Place In Transition Phase

### CASE PLAN UPDATE/PROGRESS SUMMARY

A COMPAS case plan update or JJIS progress summary must be completed if the last JPRC conference was more than 30 days prior to release, if there has been a significant change in youth circumstances or release plan, or if requested by OJOR.

### DECISION

If **JPRC members agree** with the proposed action by signing the form, or agreeing per email or telephone, **no formal review is needed.** OJOR will generally convene a formal review if one or more JPRC members disagree with the proposed action.

### PARENT/YOUTH REQUEST

The parent/guardian or the youth may ask the JCI social worker or agent/county liaison to propose a case action relating to the youth if a significant change in circumstances has occurred that would justify the action.



## APPEAL OF OJOR DECISIONS

### APPEAL BY PARENT/GUARDIAN AND YOUTH

Parents/guardians and youth do not have the same formal appeal rights as does a JPRC member. However, agents, social workers and OJOR reviewer should inform parents/guardians and youth of the option described below.

- Provide the person with the name and address of the OJOR director.
- Explain that the dissatisfied individual should write a letter to the OJOR director.
- OJOR director reviews the case and **responds in writing within 7 days** of receiving the letter.

### DECISIONS A JPRC MEMBER MAY APPEAL

Any **JPRC member may appeal** the following OJOR decisions:

- Decision to place a youth into the transition phase with the exception of youth placed in transition 90 days prior to discharge or 90 days prior to the end of Type 1 time.
- Decision to **retain, release, or administratively transfer** a youth.
- Decision to return the youth to court for an **extension of supervision**.

### FORMAL APPEAL PROCEDURES



#### **JPRC Member Files an Appeal**

- JPRC members are expected to state their intention to file an appeal during the formal conference, in order to provide the opportunity for feedback from other members.
- After discussing his or her concerns with his or her supervisor, a JPRC member prepares a **written request for review and sends it to the OJOR director** within 7 days after receipt of the Department Order (DOC-1722a). The following attachments may be included:
 

✓ Face Sheet (DOC-1701)	✓ AER (DOC-1933)
✓ Most recent Progress Summary (DOC-1941)	✓ FHA (DOC-1939)
✓ Dispositional Order	✓ Dispositional Report
✓ Current psychological reports	✓ Lifework Education Portfolio Checklist (DOC-2313)



#### **Role of OJOR and Administrator**

- OJOR **director drafts a recommended response for the DJC administrator**.
- After consultation with the OJOR director, the DJC administrator issues a final decision in writing within 10 days of receiving the request.
- OJOR **distributes the administrator's decision to all JPRC members** via an Appeal Review and Decision form (DOC-1752).

**Appeal by County:** If a county wishes to appeal, the OJOR reviewer helps the county obtain the documents needed to prepare the appeal.

## **ROUTINES (INFORMAL REVIEWS) IN A JCI**

### **SCHEDULING OF ROUTINES**

#### **Timing of Routines**

For Serious Juvenile Offender youth, routines take place approximately 3 months following a formal review, but may occur at any time within 180 days based upon the most recent Department Order (DOC-1722a) issued by the OJOR reviewer.

#### **Scheduling and Notice of Routines**

- **OJOR Central notifies the reviewer** of the week in which a routine should be held.
- The **reviewer gives the youth prior notice** regarding the week in which the review will take place.
- **JPRC members may offer input to the OJOR reviewer** prior to or after the review regarding the youth's progress with respect to his or her ICCP and overall conduct.

### **ACTION AFTER A ROUTINE**

If not recommended in the Progress Summary and OJOR wishes to make a youth eligible for transition, release, transfer or discharge, or to request an extension of the commitment, the OJOR reviewer consults with all JPRC members. If an agreement regarding the proposed action cannot be reached, a formal conference may be scheduled.

## **OJOR DECISIONS: YOUTH IN THE COMMUNITY**

- JPRC conferences are not held when a youth is on community supervision.

OJOR continues to issue Department Orders in some cases such as an administrative transfer of a youth from type 2 status to type 1 following termination of type 2 status or release from type 2 status to aftercare.